

(Answer questions 1-4 for purchases \$5,000 to \$24,999. Answer all questions for purchases \$25,000 and greater)

PROVIDE REQUISITION NUMBER

1. Is the purchase requisition complete and detailed (i.e. all necessary signatures, vendor names and addresses, account number):

2. Please provide RFP/Q# \_\_\_\_\_ or attach copies of written quotes:

Bidder #1: \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
Bidder #2: \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
Bidder #3: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Were minority and women owned businesses solicited for this quote?  YES  NO

If "YES", who? \_\_\_\_\_

If "NO", why not? \_\_\_\_\_

*(Three quotes on vendor letterhead must be submitted for purchases \$5,000 to \$24,999. Purchases \$25,000 and greater must be formally bid by the Purchasing Department)*

3. Is this a sole source vendor?  YES  NO

a. If "YES", why is this sole source? \_\_\_\_\_  
\_\_\_\_\_

b. Please provide the following information confirming sole source:

Supplier: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Date: \_\_\_\_\_

*(All sole source statements shall be confirmed with the manufacturer and indicated above, including name of individual and date of conversation)*

4. Detailed description of item (including an estimated value):

5. Justification for purchase:

6. What program(s) will utilize the product or service and number of students served:

7. What building and room will purchase be located in:

8. Any renovation required (electrical, air, heating, water, space, etc.):

9. Account Number:

10. Is this a replacement item or a new purchase:

11. If replacement equipment item, what will be done with current equipment (i.e. sold, discarded, traded, or donated):

12. Other significant information: